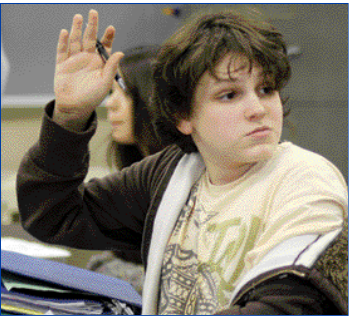


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OVERVIEW OF THE SCHOOL DISTRICT

School District Defined

The legal name is the Jericho Union Free School District, sometimes referred to as UFSD No. 15 in the Town of Oyster Bay. A portion of the District is also in the Town of North Hempstead.

The District includes the Hamlet of Jericho and portions of the Villages of Muttontown, Brookville, Upper Brookville, East Hills and Old Westbury in the Town of Oyster Bay and other portions of the Village of Old Westbury, which are in the Town of North Hempstead.

Portions, or all of these six communities, are in the service area of differently named post offices and hence mailing addresses may differ from the name of the Hamlet or Village. For example, portions of the Hamlet of Jericho are in the service area of the Westbury and Hicksville post offices.

School Buildings

Cantiague Elementary School

678 Cantiague Rock Road, Jericho 11753
 telephone: 203-3650
 fax: 681-0341

George A. Jackson Elementary School

58 Maytime Drive, Jericho 11753
 telephone: 203-3640
 fax: 681-2891

Robert Seaman Elementary School

137 Leahy Street, Jericho 11753
 telephone: 203-3630
 fax: 681-9493

Jericho Middle School

99 Cedar Swamp Road, Jericho 11753
 telephone: 203-3620
 fax: 681-2984

Jericho High School

99 Cedar Swamp Road, Jericho 11753
 telephone: 203-3610
 fax: 681-2895

Jericho School District

99 Cedar Swamp Road, Jericho 11753
 telephone: 203-3600
 fax: 933-2047

Central Administration Offices are housed at the Jericho Middle/High School complex.

OUR DISTRICT MISSION STATEMENT

The Jericho Public Schools are committed to nurturing the individual capabilities and unique talents of all members of the educational community and preparing them for the rapid technological changes of the information age.

Jericho dedicates itself to:

- *promoting varieties of excellence*
- *instilling pride in personal and group achievement*
- *creating a strong sense of social responsibility*
- *providing experiences that develop self-esteem*
- *building a caring community within its schools*
- *encouraging creativity and critical thinking*
- *developing effective communication skills*
- *fostering a lifelong love of learning*

2010-2011 SCHOOL YEAR AT A GLANCE		
September	2	First Day of School
	6	Labor Day
	9-10	Schools Closed
October	11	Columbus Day
November	2	Supt. Conference Day
	11	Veteran's Day
	25, 26	Thanksgiving Recess
December	24-31	Schools Closed
January	17	Martin Luther King, Jr. Day
February	21-25	Schools Closed
April	18-26	Schools Closed
May	30	Memorial Day
June	24	Last Day of School

REGULATIONS

Section 504 Regulation Implementing the Rehabilitation Act of 1973 Prohibiting Discrimination in Education

The Jericho School District does not discriminate on the basis of disabling condition in the educational programs or activities which it operates. It is required by Section 504 of the Rehabilitation Act of 1973 not to discriminate in such a manner. This policy of non-discrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs; course offerings and student activities. 504 Accommodation Plans are developed between parents and each student's child study team.

The district official responsible for the coordination of activities relating to compliance with Section 504 is Edward M. Friedlander at 203-3600, ext. 3254. He will provide information, including complaint procedures, to any student or employee who feels that his or her rights under Section 504 may have been violated by the district or its officials.

Title IX Regulation Implementing Education Amendments of 1972 Prohibiting Sex Discrimination in Education

The Jericho School District does not discriminate on the basis of sex in the educational programs or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of non-discrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs; course offerings and student activities.

The district official responsible for the coordination of activities relating to compliance with Title IX is Barbara Bauer at 203-3600, ext. 3256. She will provide information, including complaint procedures, to any student or employee who feels that his or her rights under Title IX may have been violated by the district or its officials.

PLEASE NOTE: The Jericho School District does not discriminate on the basis of sex, race, color, national origin or disabling condition.

PUBLIC STATEMENT POLICY

If a member of the public wishes to have a statement read during a Board meeting included in the minutes, he/she must hand a written copy of the remarks to Dr. Joan Colvin, our district clerk, immediately before speaking. In an effort to insure accuracy, the Board will only include statements from those who comply with this policy.

CITIZEN PARTICIPATION

From time to time, the Board of Education has invited community representatives to work on advisory committees. Such committees have been organized to discuss school budget and finance, recreation, school community relations and building projects.

In addition to the above types of committees, many parents and other citizens join together in organizations which have as their purpose the improvement of education in the community.

Each school has a Parent-Teacher Association (PTA), which carries on its own activities and joins with all others in a district-wide organization known as the Joint Jericho Council of PTAs. In addition, representatives from each school participate in a district-wide Special Education Parent-Teacher Association (SEPTA).



HEALTH INFORMATION

Confidential Note

We maintain strict privacy standards for student health records. Confidential information may be shared with staff who have a need to know in the event of a health or safety issue.

Emergencies

The nurse will call you if your child becomes ill or is injured. The school nurse administers first aid. It is essential to give the school the name, address and telephone number of someone who could care for your child if, for any reason, you cannot be located. Parents should also furnish the name of a local doctor to be called in case of emergency. Complete emergency contact information must be on file in all schools for all students. In the event of any changes throughout the school year, please notify the school nurse and/or main office accordingly.

Medication

For children requiring medication during the school day, [a parental consent form and the physician's order must be on file in the Health Office](#). Medication, properly labeled and in its original container, must be brought to school by the parent. No medication can be given unless this procedure is followed. [These procedures cover prescription and over the counter medications.](#)

Immunizations & Communicable Diseases

A certificate or written statement by a physician is required to indicate that the child is adequately immunized against the following diseases: chicken-pox- one dose, polio -3 doses, mumps - one dose, rubella - one dose, diphtheria -3 doses, measles - 2 doses and Hepatitis B - 3 doses.

It is required that all students entering grades K-10 be vaccinated against Varicella (chicken pox) or show proof from their physician that they have had the disease or have a positive titre.

[All students entering kindergarten in Fall 2010, who were born on or after 1/1/05, are required to have received 3 or more doses of pertussis containing vaccine.](#)

[All students who will be entering grades 6, 7, 8 and 9 are required to receive a Tdap inoculation.](#)

Parents are advised to contact their family doctor for advice concerning immunizations and booster shots. Your school nurse will gladly assist you with any immunization concerns.

The school physician may be consulted for readmission of children to school following a communicable disease. When your child returns to school after having chicken pox, fifth disease, strep throat, conjunctivitis, measles or another of the communicable diseases, please have your child bring a release form from your family physician.

[Any student returning to school on crutches or with a cast must see the nurse immediately.](#) The student is required, at that time, to present a physician's note to the health office.

Any doctor's note should be brought to the school nurse.



Physical Examination Forms

A physical examination form must be furnished for new entrants into the Jericho School District within 30 days. A health certificate must be furnished for each child entering the following grades: K, 2, 4, 7 and 10. Health forms are available in the nurse's office so that you may have your family physician conduct the required examination in order to detect and correct any problems.

Health forms should be returned early in September. If the examination is not done by your family doctor by November 1, a physical exam will be done by the school physician for new entrants, as well as those pupils in grades K, 2, 4, 7, and 10.

Recent changes to New York State Education Law require that BMI and weight status group be included as part of the student's health examination by your private physician. In addition, the district shall continue to require screening according to the state guidelines for vision and hearing and scoliosis. An annual exam is required for athletic teams and employment certificates. The district may also require a physical examination at any time for those children who have conditions which may require more frequent health appraisals in order to modify their education programs or to correct impairments which might hinder progress in school.

Before participation in athletic programs, a Jericho Physical Examination Form must be presented to the Health Office. This form must be completed by a physician and accompanied by a parental consent form. [No student will participate in athletics without both forms on file.](#)

Every effort is made to take good care of your child during the school day. Health Office staff welcome inquiries during the school day.

Phones: 203-3600

ext. 7485 (Cantiague) ext. 3206 (Middle School)
ext. 6480 (Jackson) ext. 3230 (High School)
ext. 5284 (Seaman)

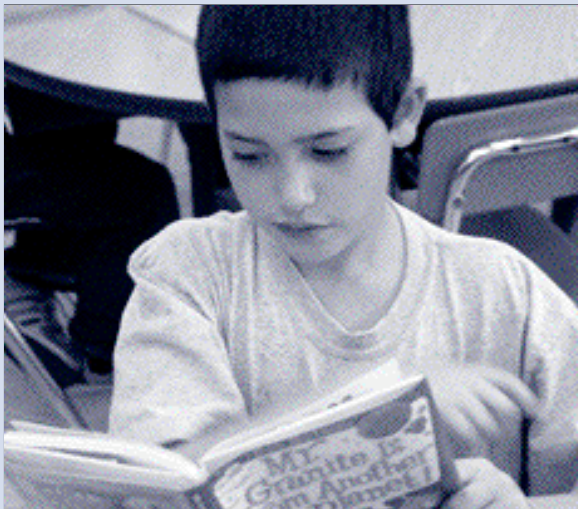
PUPIL PERSONNEL SERVICES

Growing and learning are complicated activities. Parents and teachers often need advice and support on how to deal with problems. The schools maintain a staff of professional personnel for these purposes, each of whom may be contacted through the school principal at the elementary level or the guidance counselor at the secondary level. Pupil personnel includes the areas of psychological support, speech therapy, home instruction, guidance, special education, speech and language, English language learners, social work services and school nurses.

Statement of Rights

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act. These include the right to:

- *be informed about the Family Educational Rights and Privacy Act Rights*
- *inspect and review the student's education record*
- *exercise a limited control over access to the student's education record*
- *seek to correct the student's education record in a hearing, if necessary*
- *report violations of the Family Educational Rights and Privacy Act to the Department of Health, Education and Welfare*



Psychological & Social Work Services

The school psychologist serves the school in an advisory capacity and observes students in class, consults with teachers and sees students individually in a confidential setting. He/she utilizes a variety of measures to evaluate and help students understand their intellectual potential, academic achievement, classroom functioning and personality development. Conferences are also held with guidance counselors, faculty members and parents.

A request for psychological services can be made to the building principal by school personnel, parents or students. The principal and staff psychologist will also recommend appropriate special services, placements or agencies. School social workers foster school and family collaboration and make referrals to outside agencies.

Committee on Special Education

District Committees on Special Education and Pre-School Special Education serve to provide for the appropriate needs of such children. These committees may include school administrators, psychologists, guidance counselors, school nurses, physicians, classroom teachers, special educators, parent members, social workers and the parents of students.

In addition to the work of specialists on our staff, the school district cooperates with other schools as well as the Nassau County Board of Cooperative Educational Services (BOCES) in providing education for exceptional children. Some resident children attend classes in other schools or in a school operated by BOCES. The school district also offers an inclusion program for students to benefit from placement in general education classes.

For further information concerning any special student needs or services, contact your building principal, John Castronova, the Curriculum Associate for Special Education at 203-3600, ext. 3247 or Edward M. Friedlander, Executive Director of Pupil Personnel Services, 203-3600, ext. 3254.

Special Education Instruction Services

A staff of qualified and Special Education certified Learning Center instructors provide special education instruction, as determined by a child's IEP. These specialists serve at each school; therefore, contact should be made through the principal. In addition, Special Education Facilitators serve each of the five public schools. Academic support classes are available at the high school.

Section 504 Accommodation Plan

Accommodations are developed and provided to students who have mental or physical impairments that significantly impact their health or learning. Contact your building principal for further information.



Speech and Language Specialists/Teachers of the Deaf

Specialists are employed to help children whose speech and/or language processing interferes with communication. Children with articulation delays, stuttering, receptive or expressive language difficulties, or loss of hearing receive special assistance on a scheduled basis in each building.

Reading and Special Area Teachers

Reading teachers work directly with selected groups of students who require additional help in developing their reading ability. Other special area teachers provide math and science support, and support to English language learners.

Child Find

In order to plan appropriately, and consistent with Part 200 of the Commissioner's Regulations, please notify Pupil Personnel at 203-3600, ext. 3254, if you have a child 0-21 years old with a disability who may require special education services. All information is kept confidential.

Home Instruction

A pupil who is unable to attend school for an extended period of time due to illness or accident is eligible for limited home instruction by an instructor provided by the Board of Education when it is possible to supply such a service.

A doctor's statement that the child is well enough for such instruction, and that the teacher's health would not be endangered by a communicable disease, is required as part of the application.

Parents wishing to apply for such home instruction should secure the necessary information and application form from the principal's office.

AFTER-SCHOOL PROGRAMS

Cultural Arts

A Thursday afternoon Cultural Arts Program offers a series of fifty-minute workshops for resident children, grades K through 5. The self-sustaining program runs from October through April. For further information call the main office at your elementary school.

Child Care

The Jericho Public Schools operates an after-school hours child care program for boys and girls in grades K-5. This program, "Project SAFETIME," is offered in cooperation with SCOPE. The program operates from 3-6 PM, five days a week, except when school is not in session or canceled for part of a day.

Activities to be offered during "Project SAFETIME" include arts and crafts, indoor/outdoor sports, games and recreation, quiet study and homework time. Activities are geared to the age ranges and interests of the enrolled children.

PUBLIC NOTICE THE RIGHT TO SEE PUBLIC RECORDS

The amended Freedom of Information Law, which took effect on January 1, 1978, gives citizens the right of access to many public records. According to these regulations, records can be seen and copied at:

Jericho UFSD Business Office
99 Cedar Swamp Road
Jericho, NY 11753

Please Contact:
Dr. Joan L. Colvin,
District Clerk/Records Access Officer
516-203-3600, Ext. 3214

If access to a record is denied,
an appeal should be made to:

Henry L. Grishman
Superintendent of Schools
99 Cedar Swamp Road
Jericho, NY 11753
516-203-3600, Ext. 3201

SCHOLARSHIPS

A number of scholarships are offered to the graduating seniors of the Jericho School District. For further information regarding the nature and availability of local, state and national scholarships, please contact Lois M. Smith, Curriculum Associate for Guidance, 203-3600, ext. 3452.

KINDERGARTEN

A comprehensive orientation program is held in the spring each year for incoming kindergartners and their parents. Children are introduced to their school, and staff members have the opportunity to prepare for the needs of individual students prior to the fall term.

Registration Information

Who may register?

Any child who will be five years of age on or before December 1 may register for kindergarten in September.

When and where is registration held?

Kindergarten registration is held at each elementary school in January of the year prior to entrance. Notice of registration is announced in bulletins well in advance.

What records are needed for registration?

Certification of birth or baptism, and proof of residency in the Jericho School District are required at registration. Proof of immunization is required against chicken pox, measles, polio, rubella (German measles), mumps, Hepatitis B, and diphtheria.

Is health information needed?

Kindergarten candidates should have physical and dental examinations before September. The school health office needs proof of these examinations, together with records of immunization and any communicable diseases which the child has had.

Sessions

Each child attends school from 8:25 AM to 2:55 PM. Regular attendance and punctuality in kindergarten are as important as in any other grade. Notes explaining each absence and tardiness are required of kindergarten parents as in other grades.



PARENTS RIGHT TO KNOW

The recently enacted NCLB (No Child Left Behind) legislation includes a right to know policy for parents. Every teacher in the Jericho Union Free School District has met or exceeded New York State qualifications and licensing criteria for the grade levels and subjects in which they provide instruction. If any parent would like additional information about the professional qualifications of classroom teachers, please contact Dr. Ben Ciuffo, Assistant Superintendent for Educational Operations and Human Resources at 203-3600, ext 3203.

COMMUNICATIONS PROTOCOLS

Effective dialogue between the home and school is essential. Communications protocols have been developed to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and effectively between the parties involved. The protocol for each of the elementary schools is located in individual PTA handbooks. The middle school protocol is found in the parent portfolio, and the high school protocol is outlined in the student handbook.

ON-LINE HOMEWORK

Course outlines and homework are available on-line to students and their parents. We have a Blackboard website to deliver this content. Our Blackboard homepage has links to student and parent guides that provide step by step directions for using the system. (<http://www.jerichoschools.org/blackboard>)

Parents have their own Blackboard accounts and do not need to share passwords with their children. Parents use the same login credentials (username and password) as they do to access the district's parent portal. Students use the same username and password that they use for logging into computers at school.

Parents who are unsure of their username or password may go to the student records page at

https://www.jerichoschools.org/student_records/,

enter their e-mail address in the Send Password field, and their username and password will be instantly mailed to them.

If parents need additional assistance, please contact Gail Bodnar at ext. 3483 or gbodnar@jerichoschools.org. Students in need of assistance should contact the computer lab aide in their building.

In general, homework can include reinforcement of lessons taught in class, unfinished or supplemental assignments, and research work which cannot be completed in school. The actual experience of doing homework is of value to the child. After a child has done his/her very best with parental encouragement, it is better for a child to come to school with less than perfect work rather than have a complete assignment which does not reflect the child's own ability and creative thinking. The amount of homework necessary will be dependent on the subject, type of class, the individual, and many other factors. Parents can assist by providing a workplace which is free of distractions, establishing a time schedule for homework, showing an interest in the homework to be done and seeing that it is completed satisfactorily.

WORKING PAPERS

The school district cooperates with the New York State Labor Department in issuance of working permits required by law for students under the age of eighteen who seek employment. The Guidance Office of Jericho High School, and a school physician designated by the Guidance Department, will assist any child who requires such papers and is a district resident. To secure working papers a student must:

- obtain application for working papers from Guidance Office
- be checked by a doctor
- present completed application duly signed by the parent to the Guidance Office
- return doctor's certificate duly signed to Guidance Office

REGIONAL SUMMER HIGH SCHOOL

Summer High School classes are open to all students enrolled in grades seven through twelve who legally reside in this school district, in cooperation with neighboring districts.

Summer High School has two main purposes: to enable capable students to enrich their regular secondary program and to help students make up subject deficiencies.

The session lasts six weeks. Registration and course fees are set by the Summer High School. For further information, please contact the High School Guidance Office.

MIDDLE AND HIGH SCHOOL GUIDANCE

The Guidance Department is committed to ensure that all Jericho students are provided with the advantages of a comprehensive long-term plan to guarantee that our educational programs reflect the changing nature of society and effectively motivate and provide the tools for students to achieve to their fullest potential.

Our comprehensive K-12 Guidance and Counseling program has been developed to promote the social and emotional learning of our students through articulated programs and services.

Student success is often directly linked to continued communication among staff, students, and parents. Recognizing this important fact, the counseling staff encourages parents to contact the Counseling Center.

Guidance Department 203-3600

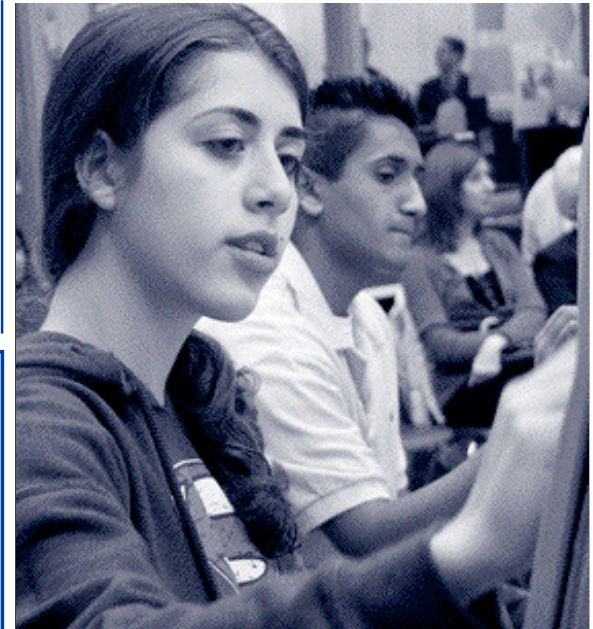
Lois M. Smith ext. 3452
Curriculum Associate for Guidance

Jericho High School

Candy Barko ext. 3453
Bobby Becker ext. 3262
Brian Deaner ext. 3454
Debbie Lisa-Brown ext. 3451
Mary Jo Moriarty ext. 3386
Jason Rubinstein ext. 3263

Jericho Middle School

Kerri Schmitt ext. 3274
Meredith Richman ext. 3557
Joan York ext. 3271



REPORTING TO PARENTS AND CONFERENCES

The school staff attempts to provide parents with a clear understanding of each student's progress. At the end of each marking period, all students in grades K through twelve are given report cards. In addition to the report cards, progress reports are sent to parents of middle/high school students at the midpoint of each marking period. While a report card is informative, it does not always contain as much information as the teachers would like the parents to have about their child's progress in school. Also, the teacher is aided by a report from parents on the student's interests, attitudes and out-of-school problems, if any. For these reasons, the school supplements the report cards with parent-teacher conferences.

Parents of each elementary student are invited to school in the fall and spring for conferences with the teacher. Additional conferences may follow, dependent upon the need. In middle/high school, each parent may be invited for a conference about his/her youngster's progress sometime during the school year. If a conference is desired, it may be initiated by either the school or parents. Appointments should be made in advance.



PARENT-TEACHER ASSOCIATIONS

PTA aims to establish a good home-school relationship so that teachers and parents can work together effectively for the complete development of the child. PTA affords parents the opportunity to become familiar with the educational philosophy of our district, as well as its curriculum and personnel.

Each school in the district has an active parent-teacher organization with which each parent is cordially invited to affiliate. In addition, representatives from each school participate in a district-wide Special Education Parent Teacher Association (SEPTA). The organizations hold meetings regularly and cooperate with the school staff in many ways to enrich the school program and keep the parents informed of school activities. Presidents of the Associations for the 2010-2011 school year are:

Cantiague Elementary School PTA

Tania Schwarzwald Moselle Zuckerman

George A. Jackson Elementary School PTA

Tammy Balko Jill Citron

Robert Seaman Elementary School PTA

Daborah Lee Gina Levy

Jericho Middle School PTSA

Randi Marcus

Jericho High School PTSA

Stephanie Ginsberg Marla Susser

SEPTA

Lisa Guidice Toni Lalmoni

Joint PTA Council

This umbrella organization meets once a month with the administration to share mutual district-wide concerns.

Ilene Joachim

STUDENT RESEARCH SURVEYS

Students in our high school social science research program occasionally send out surveys via e-mail to parents or students to assist them in gathering information for a research project. If you do not wish to assist students in this manner, please contact Eric Sundberg at 203-3600, ext. 3229.

CAFETERIAS

The Jericho school cafeterias serve complete, balanced, nutritional lunches every day that school is in session a full day. The same menu is served in all schools. In addition to the regular complete lunch, milk, dessert and/or a sandwich lunch may be purchased. Although children may not charge their lunches, a pre-paid lunch plan is available. For further information about the lunch program, please contact Tracy Gilet, Director of Food Services, at 203-3600, ext. 3258.

Free or reduced price lunches, as established by government guidelines, are available. Please contact your school principal or Mr. Edward Friedlander, 203-3600, ext. 3254, for further information, an application and procedures.

School Lunch Menus are posted on the district website and e-mailed to parents.



THE BUDGET

The budget is required for operation and maintenance of the buildings, staff, salaries, textbooks, supplies, and other school costs. If you are interested in details of this budget, you may secure a copy at the Office of the Superintendent of Schools or on the district website. Each year, a series of public meetings is held on the budget before the vote in May. Details of qualifications, registration and voting procedures will be made public in advance through the school district newsletter, *Jericho School News*, which is distributed to all residents.

PUBLIC INFORMATION

The district employs Mary Marks as our Director of Public Information and Community Relations to inform residents of relevant school activities, district-wide events, issues and programs. **Photographs and video footage of students are part of the district's public information program. Parental permission is assumed unless the Jericho School District is contacted in writing by September 17, 2010.**

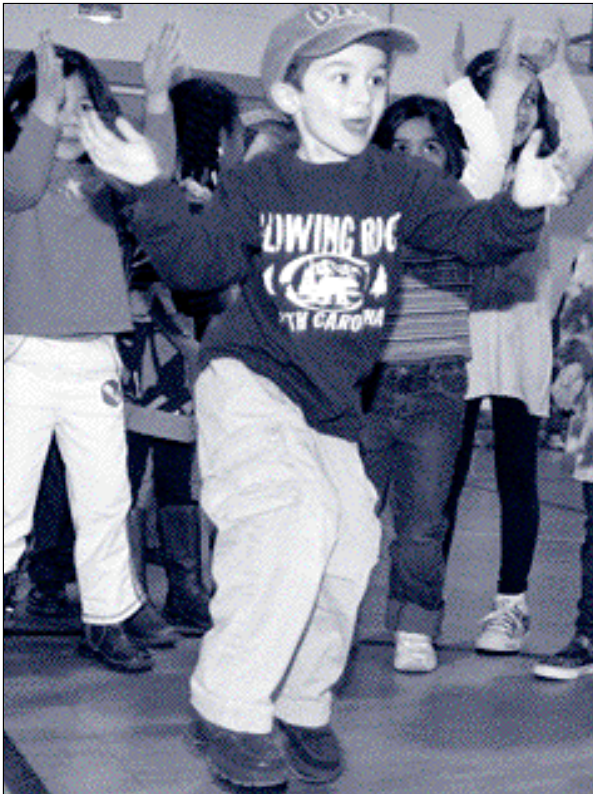
Please contact Mary Marks at 203-3600, ext. 3202 with questions, comments or concerns.

STUDENT AUTOMOBILES AND BICYCLES

Bicycles may be ridden to and from school, but not on the school grounds. They are to be parked in areas designated by each building principal.

High school seniors who wish to drive cars to school must comply with the following Board of Education regulations:

- *students must attend a mandatory driving meeting with their parents in order to receive a parking permit*
- *cars must be driven carefully and in accordance with signs and traffic directions on the school grounds*
- *no stopping or parking is permitted except in the area designated for student parking*
- *students may not use cars between arrival and departure time except with special permission from the principal*
- *students may not sit or study in parked cars*
- *students and parents are requested to observe all parking regulations, including designated parking areas for students, staff and visitors*



BUILDINGS AND GROUNDS

Use of School Buildings

Non-profit, non-sectarian organizations may have the use of school facilities under appropriate circumstances. Applications and inquiries should be made to Timothy Almeida, Director of Buildings and Grounds, 203-3600, ext. 3233, where application forms containing specific regulations are available.

AHERA Update

As required by Federal Regulations, Jericho Schools routinely conduct semi-annual inspections of all district buildings. This required inspection is performed in order to ascertain the condition of any Asbestos Containing Material (ACM) remaining in any of the district's buildings. The results of this periodic inspection have been placed in the AHERA records file located in the main office of each individual school building. Should you desire to view this report, or any other AHERA records, please contact the main office of the particular school building for which information is sought. The district's AHERA record books are available for public inspection during normal school hours.

Further assistance in clarification of any information contained in the district's AHERA record books may be obtained from the district's L.E.A. designated person, Timothy Almeida, 203-3600, ext. 3233.

Green Clean Schools

Beginning eight years ago, Jericho Schools implemented green cleaning practices in the elementary schools with much success. In 2006, Governor Pataki issued Executive Order #134 directing all State agencies to clean with products that have properties that minimize potential impact on human health in public buildings. Jericho Schools, along with select other school districts on Long Island, has been at the forefront of this effort both inside and outside of all its buildings.

Geese Peace

We have implemented a program that is being used by the Nassau County Parks Dept. for the control of the Canadian Geese that frequent Jericho Schools property. During certain times of the year our properties will be patrolled at various times of the day by Border Collies with their handlers. **One of the most important aspects of successful geese control is to not feed the geese.** Your cooperation will be greatly appreciated.



Video Surveillance Cameras

The Jericho School District recognizes its responsibility to insure the safety, security and welfare of its students, staff and visitors in school buildings and on school grounds. Our school district employs video surveillance systems as part of our comprehensive safety plan.

Lawn and Turf Applications

Jericho Schools use only non toxic methods for weed control and lawn fertilization.

From time to time an application of herbicide may be needed to be applied to the baseball field clay areas. In this event a good faith effort will be made to notify anyone who wishes to be on a 48-hour pre notification e-mail list.

If you would like to receive 48-hour prior notification of an application that is scheduled to occur in your school, please e-mail Tim Almeida at talmeida@jerichoschools.org.

Any questions with regard to these programs can be directed to Timothy Almeida at ext. 3233.

WHO DO I CALL WITH A QUESTION OR SUGGESTION?

The Jericho School District has developed communication protocols to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. At times, additional personnel are required to resolve specific situations. Appropriate communication channels for a variety of topics are listed below. The district encourages any and all questions from parents and residents regarding school matters.

Classroom Issues Involving an Individual Child

(classroom procedures, behavior, grades, schedule, etc.)

For Grades K-5:

STEP 1 - Classroom Teacher; if not resolved...

STEP 2 - Building Principal; if not resolved...

STEP 3 - Barbara Bauer, Asst. Supt. for Curriculum and Instruction; if not resolved...

STEP 4 - Henry Grishman, Superintendent of Schools

For Grades 6-12:

STEP 1 - Classroom Teacher; if not resolved...

STEP 2 - Curriculum Associate; if not resolved.....

STEP 3 - Building Principal; if not resolved...

STEP 4 - Barbara Bauer, Asst. Supt. for Curriculum and Instruction; if not resolved...

STEP 5 - Henry Grishman, Superintendent of Schools

Curriculum/Instruction Questions

(subject matter being taught, teaching strategies, textbooks and materials used, etc.)

For Grades K-5:

STEP 1 - Classroom Teacher; if not resolved...

STEP 2 - Building Principal; if not resolved...

STEP 3 - Barbara Bauer, Asst. Supt. for Curriculum and Instruction; if not resolved...

STEP 4 - Henry Grishman, Superintendent of Schools

For Grades 6-12:

STEP 1 - Classroom Teacher; if not resolved...

STEP 2 - Curriculum Associate; if not resolved...

STEP 3 - Building Principal; if not resolved...

STEP 4 - Barbara Bauer, Asst. Supt. for Curriculum and Instruction; if not resolved...

STEP 5 - Henry Grishman, Superintendent of Schools

Budget Concerns/Questions

STEP 1 - Joan Colvin, Asst. Supt. for Business; if not resolved...

STEP 2 - Henry Grishman, Superintendent of Schools

Employment, Residency and Certification Questions

STEP 1 - Ben Ciuffo, Asst. Supt. for Human Resources; if not resolved...

STEP 2 - Henry Grishman, Superintendent of Schools

Special Education Concerns

For Grades K-5:

STEP 1 - Teacher/Instructor/Case Manager; if not resolved...

STEP 2 - Special Education Facilitator; if not resolved...

STEP 3 - Building Principal; if not resolved...

STEP 4 - Edward Friedlander, Executive Director of Pupil Personnel Services; if not resolved...

STEP 5 - Barbara Bauer, Asst. Supt. for Curriculum and Instruction; if not resolved...

STEP 6 - Henry Grishman, Superintendent of Schools

For Grades 6-12:

STEP 1 - Teacher/Instructor/Case Manager; if not resolved...

STEP 2 - Special Education Facilitator; if not resolved...

STEP 3 - John Castronova, Curriculum Associate for Special Education; if not resolved...

STEP 4 - Building Principal; if not resolved...

STEP 5 - Edward Friedlander, Executive Director of Pupil Personnel Services; if not resolved...

STEP 6 - Barbara Bauer, Asst. Supt. for Curriculum and Instruction; if not resolved...

STEP 7 - Henry Grishman, Superintendent of Schools

Medical Concerns, K-12

STEP 1 - School Nurse; if not resolved...

STEP 2 - Building Principal; if not resolved...

STEP 3 - Edward Friedlander, Executive Director of Pupil Personnel Services; if not resolved...

STEP 4 - Henry Grishman, Superintendent of Schools

School Personnel Concerns

STEP 1 - Building Principal; if not resolved...

STEP 2 - Ben Ciuffo, Asst. Supt. for Human Resources; if not resolved...

STEP 3 - Henry Grishman, Superintendent of Schools

Building Use Requests

STEP 1 - Timothy Almeida, Director of Buildings and Grounds; if not resolved...

STEP 2 - Joan Colvin, Asst. Supt. for Business; if not resolved...

STEP 3 - Henry Grishman, Superintendent of Schools

Transportation Concerns

(pickup, route problems, etc.)

STEP 1 - Michael Cotsonas, Transportation Director; if not resolved...

STEP 2 - Joan Colvin, Asst. Supt. for Business; if not resolved...

STEP 3 - Henry Grishman, Superintendent of Schools

Other Transportation Concerns

(behavior on school buses, etc.)

For Grades K-5:

STEP 1 - Bus Driver; if not resolved...

STEP 2 - Building Principal; if not resolved...

STEP 3 - Michael Cotsonas, Transportation Director; if not resolved...

STEP 4 - Joan Colvin, Asst. Supt. for Business; if not resolved...

STEP 5 - Henry Grishman, Superintendent of Schools

For Grades 6-12:

STEP 1 - Bus Driver; if not resolved...

STEP 2 - Building Assistant Principal; if not resolved...

STEP 3 - Building Principal; if not resolved...

STEP 4 - Michael Cotsonas, Transportation Director; if not resolved...

STEP 5 - Joan Colvin, Asst. Supt. for Business; if not resolved...

STEP 6 - Henry Grishman, Superintendent of Schools

Athletic Concerns

STEP 1 - Coach; if not resolved...

STEP 2 - John Mankowich, Curriculum Associate for Health, Phys Ed and Athletics; if not resolved...

STEP 3 - Building Assistant Principal; if not resolved...

STEP 4 - Building Principal; if not resolved...

STEP 5 - Henry Grishman, Superintendent of Schools

Other After School Activities

STEP 1 - Activity Advisor; if not resolved...

STEP 2 - Building Assistant Principal; if not resolved...

STEP 3 - Building Principal; if not resolved...

STEP 4 - Barbara Bauer, Asst. Supt. for Curriculum and Instruction; if not resolved...

STEP 5 - Henry Grishman, Superintendent of Schools

Please Note: If your issue has not been resolved after following **ALL** of the appropriate steps in the communication protocol, then please contact the Board of Education.

EMERGENCY PLANNING

A Guide For Parents

Being prepared for emergencies is a task that the Jericho Union Free School District has always taken very seriously. The district's entire emergency management program is constantly being reevaluated and rewritten, with the help of parents and students who serve on building and district committees, to meet stringent state regulations. The plan addresses an enormous range of issues, from dealing with the onset of a crisis situation to addressing the emotional and psychological needs of students and adults in its aftermath.

The purpose of this guide is to help answer some of the basic questions that parents frequently ask about their role during and after a crisis: Where do I get information? What should I do? Who can I contact for help?

If disaster strikes, the first and foremost concern of every Jericho staff member is the safety of the children in our care. This guide is a brief description of how the school district will manage an emergency and how Jericho parents can support those vital efforts.

Questions about the information in this guide should be directed to your building principal.

Principals' Telephone Numbers:

Jericho High School

Joseph Prisinzano.....516.203.3610

Jericho Middle School

Donald Gately.....516.203.3620

Cantiague Elementary School

Antony Sinanis.....516.203.3650

George Jackson Elementary School

Benny D'Aquila.....516.203.3640

Robert Seaman Elementary School

Adam Winnick.....516.203.3630

General Information

The Jericho School District has established Emergency and Safety Plans for each school in the district. Each of these plans is coordinated with Police, Fire and other officials in county and/or state-wide agencies.

There are five general categories that the plan addresses. These include:



Criminal Offenses

such as bomb threats,
kidnapping or
violent behavior

Natural Hazards namely severe weather



Environmental Hazards

for example,
exposure to hazardous materials, fire,
explosion or plane crash



Medical Emergencies
including serious contagious
disease, accident or terminal
illness of a student or staff member



Death/Suicide

of a student, staff or family member

Where Can I Get Information During An Emergency?

Chances are that you may not be able to reach the school by phone even if you try. We will be making every effort to contact you. While the district has internal, backup communications systems for emergencies, the telephone is still a vital link. The principals have a copy of every child's emergency contact information that they carry with them during an emergency. Additionally, information will be posted on the district website, www.jerichoschools.org, throughout the course of an emergency; and e-mail notices with emergency updates will be mailed to all registered e-mail addresses. The news media (radio stations: WBLI, WHLI, WINS, WCBS, WALK and TV News 12) will be apprised of all developments as well. They will be asked to broadcast emergency information needed by parents, just as they do during a snow storm. Other sources of information are the building PTA presidents, who will be among the first people contacted by the school. Finally, the Superintendent and/or the principals may ask the parent organizations in the elementary and middle schools to activate their phone chains to disseminate information during an emergency.



What Can I Do To Plan Ahead?

The three most important things you can do to plan for an emergency are: make sure your child's school has the most up-to-date emergency contact information; register your e-mail address with your child's school; and periodically review with your child any alternative arrangements you have made in case an emergency prevents you from being at home.

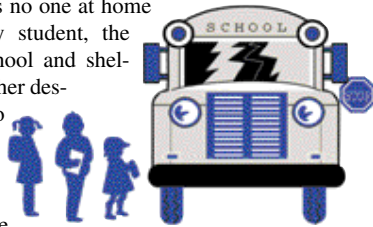
EMERGENCY PLANNING

A Guide For Parents

How Will The School Respond to an Emergency?

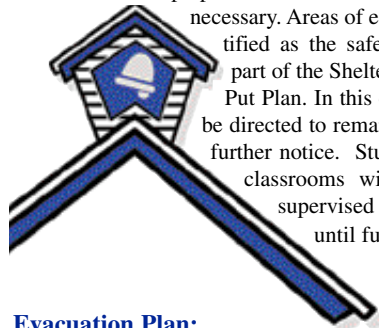
When the Superintendent of Schools and/or his designee determines that an emergency response is required, there are three possible plans of action:

Go-Home Plan: Returns students to their homes and families as quickly as possible. Schools maintain the names and contact numbers of each child's family and designated surrogates, and identify students with special needs. At no time are elementary school students returned to unoccupied, unsupervised homes. If there is no one at home to meet an elementary student, the child is returned to school and sheltered until a parent or other designated adult comes to get him or her.



Shelter Plan:

Keeps students in the buildings when it is safer to stay inside than to go out. Generally, sheltering is for a short time during the school day, but the district is prepared to shelter students for 24 hours, if necessary. Areas of each building are identified as the safest for occupants. A part of the Shelter Plan will be a Stay-Put Plan. In this case, all students will be directed to remain in classrooms until further notice. Students who are not in classrooms will be escorted to a supervised area and remain there until further notice.



Evacuation Plan:

Requires all building occupants to leave and go to a designated site. Evacuation may mean only going outside and away from the building while waiting for the danger to pass. In some circumstances, students and staff may be transported and housed temporarily in another location.

If There Is An Evacuation, Where Will Students Go?

For obvious security reasons, it would be counter productive to announce an evacuation location prior to or during an actual emergency. If it becomes necessary to move students to a secure location outside their regular school building, school personnel will attempt to reach all parents to notify them of the location to which children have been moved.

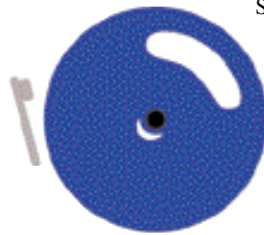
What Provisions Are Made For Students With Disabilities?

Every school has a detailed plan of action to evacuate students who may have special needs.



Are There Emergency Planning Drills?

YES, at least once each year as per state regulations, the school district will conduct a test of its Emergency Plan for sheltering and go-home (early dismissal). Such drills will not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures will be included in the test. In addition, each school's safety team conducts simulations and drills throughout the school year, including fire drills and stay-put drills.

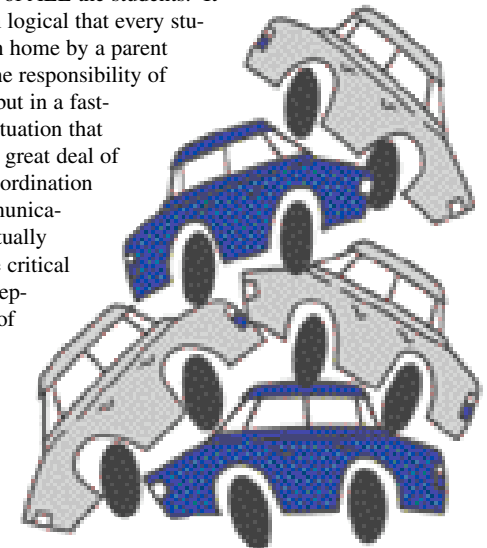


Should I Pick My Child Up At School During An Emergency?

NO

We strongly encourage parents NOT to come to the school unless directed to do so.

While every parent's natural instinct in an emergency is to go to the school to protect his/her own child, it is important to realize that doing so may significantly affect the district's ability to respond to the situation. For example, cars driving to the building can restrict access by emergency vehicles that are responding to the emergency or school buses that are loading children either to evacuate them or take them home. The staff will be actively working to ensure the safety of ALL the students. It may seem logical that every student taken home by a parent reduces the responsibility of the staff, but in a fast-moving situation that requires a great deal of careful coordination and communication, it actually makes the critical task of keeping track of students more difficult.



NOTES NOTES

JERICHO PUBLIC LIBRARY

1 Merry Lane, Jericho
935-6790

Library Hours During the School Year

Monday.....9 AM - 9 PM
Tuesday.....9 AM - 9 PM
Wednesday.....10 AM - 9 PM
Thursday.....9 AM - 9 PM
Friday.....9 AM - 6 PM
Saturday.....9 AM - 5PM
Sunday.....12 PM - 5 PM

Barbara Kessler
Director

Christina Brenner
Assistant to the Director

Deborah Neuman
Adult & Reference Services

Barbara Barrett
Children's Services

Laurence Cantor
Technical Services

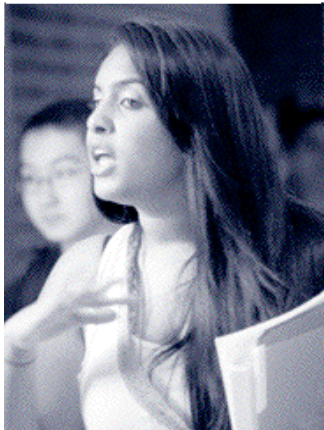


2010 AUGUST

www.jerichoschools.org

USE OF TENNIS COURTS

- ◆ For tennis use only with tennis shoes
- ◆ No skateboards, rollerblades, bicycles, cleats, ball playing
- ◆ No pets allowed
- ◆ Courts for student use only during the school year, Monday - Friday from 7:30 am to 6:30 pm Saturdays until 12 pm
- ◆ Jericho residents **WITH PERMIT** may use courts at all other times
- ◆ Contact Buildings and Grounds at 203-3600, ext. 3233 for permit
- ◆ Professional tennis lessons not allowed
- ◆ One hour maximum court use permitted
- ◆ Lights turn off automatically at 9:30 pm daily
- ◆ Please be considerate and clean up after court use
- ◆ Emergencies dial 911



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DISTRICT GUIDELINES FOR USE OF GROUNDS

Public use of grounds is allowed between 7 am and sundown.

Activities allowed **WITHOUT** an approved permit:

- Jogging, walking, running
- Playing catch
- Use of basketball hoops
- Use of elementary playground equipment
- Use of handball court

Activities allowed **WITH** an approved permit

- Use of tennis courts
- Use of ball fields
- Picnics, coolers, food

Activities that are **PROHIBITED**:

- Use of tobacco, alcohol, drugs
- Walking of pets
- Loitering
- Motorized vehicles on the field
- Skateboarding, rollerblading, roller skating
- Golfing
- Stickball
- Games that use the side of a school building
- Any type of hockey